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Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: Title I, 09-32, Pay Period 25 Processing of Individual/Group National Finance Center (NFC) Disbursed Spot Awards on the Nightly Schedule

Date: December 29, 2009

To: Holders of the Payroll/Personnel Manual
Personnel User Groups
Agency Personnel Offices

This bulletin is being issued to remind agencies about the processing of individual/group NFC-disbursed spot awards on the nightly schedule in Pay Period 25.

In Tax Year 2009, the Form W-2, Wage and Tax Statement, will include salary payments for Pay Period 26, 2008, through Pay Period 25, 2009. To avoid any potential tax reporting problems for Tax Year 2009, individual/group NFC-disbursed spot award(s) (Nature of Action Code 841/849/887/889, Authority Code PAY, and Award Code C100) on the nightly schedule should be entered and processed during Pay Period 25, 2009, which is the last pay period for Tax Year 2009.

If any NFC-disbursed spot awards are processed in Pay Period 26, 2009, the award will be held in suspense with the Personnel Input and Edit System (PINE) Message 149, Award With "Pay" Auth Held To Avoid Corrected W2, for Document Type 110, Incentive Awards, until the processing of Pay Period 1, 2010.

For questions about NFC processing, contact the Payroll/Personnel Call Center at **504-255-4630**.

 for

JOHN S. WHITE, Acting Director
Government Employees Services Division